

# Manager, Communications

## Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution and greenhouse emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organization with its headquarters in New York City with offices in Africa, China, Indonesia, Brazil, Mexico, and the United States.

The UrbanWorks Institute is a not-for-profit organisation registered under the Charitable Trusts Act in India. UrbanWorks is ITDP's network partner in India. UrbanWorks, through its ITDP India programme, provides in-depth support to Indian government agencies to implement sustainable transport initiatives and develop progressive state and national level policies to scale-up the sustainable transport paradigm. UrbanWorks also engages extensively with other stakeholders to promote sustainable and equitable transport ideas. More information can be found at [www.itdp.in](http://www.itdp.in).

## About the position

We are looking for a candidate with a strong commitment to equity and sustainability and passion to improve urban life in India. S/he will develop and execute a communications strategy to communicate the organisation's mission, with support from the communications team. The position will be based in Chennai but s/he may be required to travel to other cities in India, often at short notice. S/he will report to the Director - South Asia and work closely with ITDP India's development team, regional teams, global office staff, and international experts.

## Scope of work

- Lead ITDP India's communications program. Develop and execute strategies for promoting ITDP India's work to a range of stakeholders through a variety of media.
- Work with the communications team to develop high quality content, including written material and graphics, on sustainable urban mobility topics.
- Promote ITDP India's work through various avenues such as events, publications, and presence on web, social, print, and electronic media.
- Develop and maintain relationships with key stakeholders including media to generate support for sustainable transport issues through press coverage, media campaigns and other initiatives.
- Monitor media and partner outlets to stay current on events and developments in the field of sustainable urban development.
- Maintain a strong communications culture within ITDP India - coordinate across offices to create timely content, maintain a database of information and statistics relevant to our work, and develop meaningful content for internal and external consumption.

## Key qualifications and skills required

- A Bachelor's degree in Journalism, Communications, Graphic Design, Marketing, Public Relations, or similar field. Master's level education is preferred.
- At least 5 years of progressively responsible relevant professional experience.
- Excellent English writing and editing skills and a strong grasp of graphic design.
- Prior experience working with various media — print, electronic, web/social.
- Prior experience organizing and executing events is desirable.
- A solid understanding of urban development issues is preferred, but not required.
- Experience guiding the work of junior staff is desirable.
- Proven track record of managing multiple priorities in a timely manner, working well independently and within diverse teams, and attention to detail.

## How To Apply

Interested applicants can apply to [jobs.india@itdp.org](mailto:jobs.india@itdp.org) with a resume and a targeted cover letter narrating suitability for this position. Please include "Manager-Communications" in the subject line.